

DDMR
JTR

JTR Staff Meeting

7 December 72

1000-1130

STATINTL

Present:

Mr. CunninghamMr. Helms' Departure:

Report in the Evening Star-Daily News false. Recommended action is "no talk about the rumors."

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Briefings on SEA:

Reference DD/S notes of 5 December meeting. Post cease-fire will bring more requirements for support; consulates will be established in the major cities. Security (physical, mainly) will be a problem; so too living quarters, schools, and general support.

Spouse Day at Headquarters:

Final information from Support components on Friday, 8 December.

Fund Drive:

Agency short of its goal by \$714; shortage very likely to be met; contributions to EAF well ahead of PSAS.

Planning Guidance:

DCI's goals for FY 75 have not as yet been spelled out; quite clear that one goal will be to put all data centers under single control; another, to cut EOD clearance time; and a third, submission of precise language requirements.

STATINTL

Project:

Preparing a paper on futuristic planning for the CS; may be in touch with people in OTR.

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and her husband on a vacation in Mexico.

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[REDACTED]

Emphasized the need for serious looking into our role in teaching courses or segments of courses (Ops training, perhaps Midcareer) on economic intelligence. Also commented on the need to be aware of our future in information science and narcotics training. Members asked to submit ideas.

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Outlined his meeting with [REDACTED] to discuss countersubversion and their views of OTR's role in the training. Major problem is specific requirements and areas of need, both of which OTR wants resolved before any action is taken. [REDACTED] will be sitting on some of OTR's courses to get a feel for possible programs in which the subject could be covered. Policy: [REDACTED] to work through the Board of Visitors and the Curriculum Council.

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Asked that chiefs of OTR's components develop plans for training of their people; if possible submit by the end of the year.

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[REDACTED]

Announced that there were 26 nominees for the Senior Seminar to begin 15 January; 15 are supergrades; 20 to be selected from the list by TSB at an 8 December meeting.

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[REDACTED]

Summarized arrangements for the Christmas party. Briefly discussed the guest list; requested assistance in finding an accordion player.

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[REDACTED]

Mentioned OTR's requirement to submit a paper on the subject of absorbing the pay increase; a second paper, on absorbing a seven percent cut in personnel staff ceiling beyond FY 72 is being prepared.

STATINTL

[REDACTED]

Noted the briefing of the Board of Visitors scheduled to take place on Tuesday, 12 December. One idea to be discussed was the role of the Training Officer in the career development of personnel.

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Follow-up to the IBM briefing on the new Magnetic Card Executive Type-writer: the decision is to rent a machine (\$265 a month) for CofC building and one for the [REDACTED] to be handled through local purchase process.)

The film, "The Other Guy," has now been purchased by OTR; to be shown to the DD/S, D/Pers, and others at 2 p.m., Monday, 11 December, in one of the small CRS theatres.

[REDACTED]

Noted that [REDACTED] were on an interviewing trip in Texas and Colorado.

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██████████
Mentioned that the Film Branch would be doing work for ██████████
and ██████████ within the next couple of weeks.

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██████████ recommended that Hugh get together with the members
of the Training Aids Branch at the ██████████ to determine the kind of
that they can give to ██████████

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██████████
Has received a "batch of replies" for the job in the Slavic Department.
One of his problems is getting answers to two persons, ██████████
who inquired.

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Will conduct a planning exercise in January to determine the goals of
LS for next year.

STATINTL

██████████
Commented on his interest in transferring one OC instructor from ██████████
to the ██████████ for use in field exercises.

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Noted that at 12 noon of this Thursday, ██████████ will be awarded
the Certificate of Distinction.

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Mentioned that illnesses have struck among his people.

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██████████
Office Management list is in and will be sent to the DDTR and the DTR.
All on the list are secretaries who were interviewed by ██████████

Requested that those who are attending the Leadership Conference
(14 & 15 December) submit course material.

STATINTL

In connection with the move of Clerical Training, he noted that the
Office of Personnel is very much interested in the space OTR is now using
in Ames building.

STATINTL

The first running of the writing course for Commo officers, at
██████████ went well and critiques are favorable. Second program to be given
immediately.

STATINTL

██████████
Invited members present to attend the SIWA wrap-up of the conference
held on the 20th and 21st of November at ██████████. Wrap-up was scheduled
to begin at 9:30 and continue until about 3:00, Friday, 8 December.

Noted that General Walters' talk to the Midcareerists went very well.

Announced a Career Board meeting for Wednesday, 13 December, 2 p.m.,
DTR's Conference Room.

EA/P